

Keywords: CEO, Performance, Appraisal

Corporate Plan:	N/A
Classification:	<i>Executive Services – Governance – “Chief Executive Officer Appraisal”</i>
First Issued/Approved:	<i>23rd January 2001</i>
Review Frequency:	<i><u>Good Governance Policy:</u> Annually</i>
Last Reviewed:	<i>8 August 2017</i>
Next Review Due:	<i>2018</i>
Responsible Officer(s):	<i>CEO</i>
Council File Reference:	<i>Council Policies (P)</i>
Applicable Legislation:	<i>Local Government Act 1999; Sections 96-102</i>
Relevant Policies:	<i>All Policies of Council are relevant to the CEO Appraisal</i>
Related Procedures:	<i>Appraisal to be conducted taking into consideration the CEO’s Contract of Employment</i>
Delegations:	<i>Berri Barmera Council Delegations Register</i>

Purpose

The Chief Executive Officer shall manage the operations of the organisation effectively, so that the organisation meets the objectives set out in its Strategic and Business Plans, and complies with all contractual and legislative requirements. The CEO shall not cause or allow any practice, activity, organisational circumstance, or decision that is in any way unethical, unlawful, and imprudent or that violates a Council policy or expressed Council value, or any commonly held business or professional ethic.

Principles

To ensure the CEO’s performance is monitored and assessed on a regular basis (at least annually).

FRAMEWORK FOR POLICY

PROCEDURE

- The performance of the Chief Executive Officer will be assessed annually by the Council, in the context of overall organisational performance against Strategic and Business Plans, and compliance with contractual and legislative requirements.
- The Council’s assessment of the CEO’s performance appraisal will be against performance indicators set by the Council.

- Information to assess the CEO's performance will be collected through an agreed means which could include:
 - Review of the organisation's performance against its Strategic and Business Plans over the past 12 months, as evidenced in relevant six-monthly and annual reports and other reports to the Council
 - Completion of a self-appraisal by the CEO against the performance indicators set by the Council
 - Information provided by other Council members, stakeholders, and staff members interviewed confidentially by the Council (ie 360 degree performance appraisal).
- After compiling this information, the Council will develop a draft rating of the CEO's performance against the relevant performance indicators.
- The Council will meet with the CEO to discuss the draft rating.
- Following this discussion, the Council will finalise the rating of the CEO's performance and provide it to the CEO. The Council and CEO will sign this rating document.
- The Council will then present the signed CEO performance review rating to a closed meeting of voting Council members. The Council will be asked to ratify the rating.
- Following ratification, the rating may be used as the basis for salary review, consistent with the current CEO employment contract.
- Any disputes that arise with respect to CEO performance review will be managed in accordance with the dispute resolution clauses in the CEO's employment contract.

RESPONSIBILITY

Chief Executive Officer

Participate in annual CEO performance appraisal as outlined above, including completing a self-assessment questionnaire, and participating in an interview with the Council.

Mayor

Ensure that CEO performance appraisal is carried out annually as outlined above.

Council

Undertake annual CEO performance review.

***Electronic version on the Intranet is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that is the current version.***